

Request for Qualifications for on-call services for

- Hydrology studies and modeling
- Hydraulic studies and modeling
- Fluvial geomorphology assessment
- Water quality assessment and monitoring
- Stream biological assessment and monitoring

Throughout Contra Costa County Flood Protection Facilities

Statement of Qualification Deadline: April 16, 2010

Contra Costa County Public Works Department Attention: Cece Sellgren, Environmental Planner 255 Glacier Dr.

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REQUEST FOR QUALIFICATIONS

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Background

Contra Costa County Flood Control and Water Conservation District (FCD) provides regional flood protection, technical information and education to cities and residents, and environmental stewardship for over 70 miles of streams that are a part of the flood protection system. These streams support a variety of ecosystems and are highly regulated by state and federal agencies.

The FCD is issuing the Request for Qualifications to enter into a professional service contract to provide expertise in a variety of technical fields in support of our flood protection and environmental management mission.

Contract Objectives

The Department intends to enter into several on-call contracts with a number of different firms to provide a variety of professional environmental services in order to streamline contract administration. Each contract will be on an on-call basis. As the need for technical services arises, staff from the Department will contact contracted firms to determine availability. Once an available firm is identified, the Department will write a scope of work outlining the specific tasks to be undertaken and then negotiate a price for the work. Once the scope and price have been agreed upon, the consultant can begin the work requested.

<u>Minimum Qualifications of Firm and Typical Tasks for Each Area of Specialization</u>

There are a number of areas of specialization for this request for qualifications for on-call hydrologic services. Some firms may have capabilities in more than one area of specialization. Firms with expertise in one, some, or all areas are encouraged to apply.

- Hydrology and Hydraulics Studies and Modeling
 - Perform hydrology and/or hydraulic calculations and prepare reports explaining the procedures, assumptions, and results.
 - Review hydrology and/or hydraulic reports submitted to the Public Works Dept. and FCD for review.
 - Review existing or assist in the development of new FCD guidelines, practices, and standards for hydrology and/or hydraulics.
 - Use public domain modeling software for performing and/or reviewing hydrology and/or hydraulics studies.
 - Write reports and provide recommendations.

- Fluvial Geomorphology Assessment and Design
 - Assess current fluvial geomorphology conditions of stream facilities and potential causes for current conditions.
 - Using fluvial geomorphology principles, design stream restoration projects within the constraints of FCD facility goals, financial budgets, and land use designations
 - Review fluvial geomorphology assessments and stream restoration design developed by others.
 - o Write reports and provide recommendations.
- Water Quality Assessment and Monitoring
 - Design and implement water quality monitoring protocols to achieve FCD project or program goals.
 - o Conduct water quality monitoring to meet regulatory compliance requirements.
 - Provide technical advice regarding water quality standards and objectives developed and utilized by state and federal regulatory agencies.
 - o Write reports and provide recommendations.
- Stream Biological Assessment and Monitoring
 - Using approved state and federal protocols, assess stream biota especially benthic macroinvertebrates.
 - Prepare reports in support of baseline studies, regulatory applications, and enforcement actions.
 - Provide technical advice regarding aquatic biological policy and regulation developed and utilized by state and federal regulatory agencies.
 - o Write reports and provide recommendations.

Submission Requirements

The statement of qualifications for this contract shall meet the following requirements:

- Formatting:
 - o 10 pages or less in length (5 pages if printed on both sides of the paper)
 - A cover letter is considered part of the 10 page submittal
 - \circ 8 ½" x 11" in size
 - o 12-point font or larger type size
 - o 1" or larger margins
- Content:
 - Identification of each area of specialization that the firm wishes to pursue under contract.
 - o Identification and qualifications of the proposed team, including:
 - Team leadership and structure.
 - Areas of specialization of each team member.
 - Level of experience of the team and its key members.
 - An example of a representative project(s) that demonstrates the qualifications of your firm.
 - o Three (3) references with current contact information (phone and e-mail).
 - o Proof of registration with Contra Costa County's Small Business Enterprise program if applicable, submitted in separate envelope (this separate submittal would not count toward the 10 page limit).
 - Acceptance of the terms and conditions of a standard professional service contract.

Proposal Submittals: Written responses must be prepared in accordance with content and sequence as specified within this Request for Qualifications. No changes or additions to a proposal may be made after the submittal date.

Statements of Qualification shall be Submitted no later than

April 16, 2010 at 5:00 pm

NO LATE SUBMITTALS WILL BE ACCEPTED

Proposals should be sent to:

Contra Costa County Public Works Dept.
Attn: Cece Sellgren, Environmental Planner
255 Glacier Dr.
Martinez, CA 94553
Telephone: (925) 313-2296
Email: csell@pw.cccounty.us

Selection Process and Criteria

Submittals will be assessed on the following criteria:

- Overall qualifications of firm and project team members (30%).
- Specific firm and/or project team member's expertise (30%).
- Previous experience in support of public infrastructure, water conveyance, and flood protection projects (40%).

The proposals will be evaluated for their overall responsiveness to the requirements contained in this document. The FCD reserves the right to assess and reject any or all proposals after careful review by staff and the Selection Committee. Top candidates may be invited to present and discuss their qualifications with the Selection Committee.

The FCD reserves the right to reject any or all proposals, to request new proposals, to revise the information request, withdraw this information request, or not make a selection. Information request revisions, if any, will be mailed to all potential firms who were mailed this document. The receipt of proposals shall not, in any way, obligate the FCD to enter into a contract of any kind with any firm. All submitted proposal copies will become the property of the FCD.

Important Dates in the Submission Process

Information Request Release Date 03/18/10

Pre-Solicitation Meeting Date 03/31/10

Wed March 31 at 1 pm at the Public Works Dept. Conference Rm A

Statements of Qualifications Due Date 04/16/10

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